

REQUIREMENTS FOR U.S. PASSPORT AND PASS CARD

U.S. Consular Agency
Playa Gaviotas 202 Local 10- Zona Dorada, Mazatlán, Mexico
***TO MAKE AN APPOINTMENT: (669) 916-5889**
conagencymazatlan@state.gov

Under U.S. law it is your responsibility to present convincing evidence of both your U.S. citizenship and your identity in order to qualify for a passport. When applying for a first time passport internationally and depending on the specifics of your case, you may be required to show more documentation.

GENERAL REQUIREMENTS: PLEASE BRING ORIGINAL DOCUMENTS

Note: All original documents will be returned with the passport.

- **FORM DS-11** (adult and minor first time passport) **PLEASE FILL OUT YOUR APPLICATION ONLINE AND PRINT OUT A COPY TO BRING TO YOUR APPOINTMENT.** http://www.travel.state.gov/passport/forms/ds11/ds11_842.html
- **1 photograph** 2x2 inches (5x5 cm) for U.S. passport
- **Original U.S. birth certificate (not abstract) long form.** Must be original and show registrars signature and seal. To order a new birth certificate go to www.vitalchek.com
- **Hospital certificate** and other documentation from the hospital (receipts, crib card, bracelets, vaccination card etc.....
- **Social Security Card**
- **Current picture I.D.** (driver's license, I.D. card, Mexican passport. **FOR MINORS** - School I.D. and/or letter of assistance from school with child's photo **PLUS both parents current I.D.**
- **Original school records** such as certificates, diplomas and report cards from kinder to present.

NOTE FOR MINORS: 15 yrs. and under, if one of the parents of a minor child cannot be present to sign the passport application, the parent **MUST** prepare and notarize form **DS-3053 "Statement of Consent or Special Circumstances"** and a copy of his/her photo identification to be sent with the applying parent. http://www.travel.state.gov/passport/forms/ds3053/ds3053_846.html

REQUIREMENTS FOR RENEWING A U.S. PASSPORT OR PASS CARD

Form DS-82 (adult renewal) or DS-11 (renewal for a minor 15 and under or first time 10 yr. passport)

Please fill in the form online and print it out to bring to your appointment.

Form DS-82 go to http://www.travel.state.gov/passport/get/renew/renew_833.html

Form DS-11 go to http://www.travel.state.gov/passport/forms/ds11/ds11_842.html

You must personally appear at the Consular Agency with the following documentation:

- **Original U.S. Passport**
- **Current photo identification** with signature (driver's license, I.D. card or Mexican passport.
- **1 photograph** 2x2 inches (5x5cm)
- **Original U.S. birth certificate - ONLY FOR MINORS OR IF APPLYING FOR A FIRST TIME 10-YEAR PASSPORT.**
- **FOR MINORS** - School I.D. and/or letter of assistance from school with child's picture.
- **FOR MINORS** 15 and under must be accompanied by both parents with current I.D.

SEE ABOVE NOTE FOR MINORS

PASSPORT FEES

- For a minor (15yrs. and under) \$105 usd
- For an adult receiving a 10-year passport for the first time \$135 usd
- For an adult renewing from a previous 10-year passport \$110 usd

PASS CARD FEES

- For a minor (15 yrs. and under) \$40 usd or (\$15 usd, if you currently have a passport book)
- For an adult - \$55 usd or (\$30 usd, if you currently have a passport book)